



Yearly Status Report - 2017-2018

Part A

Data of the Institution

1. Name of the Institution		AKLIA COLLEGE OF EDUCATION FOR WOMEN
Name of the head of the Institution		Dr .S .S .Joshi
Designation		Principal
Does the Institution function from own campus		Yes
Phone no/Alternate Phone no.		01642262631
Mobile no.		9501108142
Registered Email		edu@akliainstitute.org
Alternate Email		document@akliainstituute.org
Address		Village:-Akliakalan Post office:-Goniana Mandi
City/Town		Bathinda
State/UT		Punjab
Pincode		151201

2. Institutional Status	
Affiliated / Constituent	Affiliated
Type of Institution	Women
Location	Rural
Financial Status	Self financed
Name of the IQAC co-ordinator/Director	Gurkirat Singh
Phone no/Alternate Phone no.	01642262631
Mobile no.	9501108144
Registered Email	edu@akliainstitute.org
Alternate Email	document@akliainstitute.org

3. Website Address	
Web-link of the AQAR: (Previous Academic Year)	_https://www.akliainstitute.org/igac149.html
4. Whether Academic Calendar prepared during the year	Yes
if yes,whether it is uploaded in the institutional website: Weblink :	https://www.akliainstitute.org/downloads/files/n655ae4ea8df51.pdf

5. Accrediation Details

Cycle	Grade	CGPA	Year of Accrediation	Validity	
				Period From	Period To
1	B	2.60	2011	27-Mar-2011	26-Mar-2016

6. Date of Establishment of IQAC	17-Jul-2007
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7. Internal Quality Assurance System

Quality initiatives by IQAC during the year for promoting quality culture		
Item /Title of the quality initiative by IQAC	Date & Duration	Number of participants/ beneficiaries
Internal Audit for better	28-May-2018	13

use of facilities	1	
Planning for the new session	25-May-2018 1	17
Feedback from Students regarding curriculum	12-Mar-2018 1	120
Discussion on Co-curricular activities done by the college	01-Oct-2018 1	17

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8. Provide the list of funds by Central/ State Government- UGC/CSIR/DST/DBT/ICMR/TEQIP/World Bank/CPE of UGC etc.

Institution/Department/Faculty	Scheme	Funding Agency	Year of award with duration	Amount
Nil	0	Nil	2018 0	0
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9. Whether composition of IQAC as per latest NAAC guidelines:

Yes

Upload latest notification of formation of IQAC

[View Link](#)

10. Number of IQAC meetings held during the year :

3

The minutes of IQAC meeting and compliances to the decisions have been uploaded on the institutional website

Yes

Upload the minutes of meeting and action taken report

[View Uploaded File](#)

11. Whether IQAC received funding from any of the funding agency to support its activities during the year?

No

12. Significant contributions made by IQAC during the current year(maximum five bullets)

Decision for improving the academic process, the infrastructure, library facilities, and laboratory up gradation were recommended to Local Managing Committee for the proper implementation.

IQAC has successfully implemented the system of online registration of various courses conducted on the campus and also printing the names on the certificates to be distributed to participants interaction with experts in respective fields.

Special emphasis is given to develop rural area through social welfare programmes and quality related activities organized by students with the help of teachers.

IQAC has implemented the process of maintaining teaching plans (lecture plans), weekly worksheets and teacher's diaries to continuously monitor and improve teaching learning process.

IQAC has taken initiatives to strengthen the Center for Teaching, Learning and Evaluation by conducting various activities and thereby played a significant role in enhancing the quality of education in the college.

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13. Plan of action chalked out by the IQAC in the beginning of the academic year towards Quality Enhancement and outcome achieved by the end of the academic year

Plan of Action	Achivements/Outcomes
Ensure implementation of academic calendar Activity Planner	Planned and executed properly
Planning for IQAC meetings	Proper planning and execution
Inculcation of innovative practices.	Attainment of life experiences and critical understanding.
Internal assignment performance.	Development of self study habits, exposure of potentialities, creative thinking and reflection of ideas.
Regular seminar in each subject.	Better understanding of contents and concepts.
Face to face Skill-in-teaching programme in schools.	Successfully organised
Conduct of snap test, day to day behavioural change, participation in curricular and co curricular activities	Objectivity in internal evaluation.
MHRD AISHE 2017 Data Submission	Submitted Successfully
Organisation of alumni meet	Evaluation of existing facility.

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14. Whether AQAR was placed before statutory body ?

No

15. Whether NAAC/or any other accredited body(s) visited IQAC or interacted with it to assess the functioning ?

No

16. Whether institutional data submitted to AISHE:

Yes

Year of Submission

2018

Date of Submission	15-Feb-2018
17. Does the Institution have Management Information System ?	Yes
If yes, give a brief description and a list of modules currently operational (maximum 500 words)	<p>The college has MIS. All the records of administrative work including accounts, fee, admission is fully computerized and maintained at different levels in the office and information is received, recorded and retrieved whenever required. Available financial resources are effectively managed by the fully Computerized Accounts Department of the institution. The college follows double entry system for maintaining the accounts, which are of the following three types: • Income and Expenditure • Receipts and Payment Accounts • Balance Sheets The institution is using computerized finance management software (Busy 21). The audit is a regular process without fail, EVER SINCE 2006. To maintain financial prudence and ensure good accounting practices in ACEW and to provide proper platform for audit compliance for better governance for maintaining an effective check on accounts, two types of system are adopted viz. Internal Audit and External Audit former is conducted by The Akliya Educational Research Society Accounts Committee whereas the latter is done by Chartered Accountant at the end of the every academic session. The college has constituted a Purchase Committee and a Maintenance Committee to monitor the use of financial resources in an efficient and effective manner.</p>

Part B

CRITERION I – CURRICULAR ASPECTS

1.1 – Curriculum Planning and Implementation

1.1.1 – Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words

Institution has the mechanism for well planned curriculum delivery and documentation. Explain in 500 words Curriculum Planning and implementations. 1. At the beginning of each academic session, college prepares its proposed academic calendar, which is uploaded in the college website. The proposed academic calendar is prepared according to the notices and circulars received from the affiliating university. Students are informed about the academic calendar of the college notifying the probable teaching days, dates of internal examinations, curricular, extension related and co-curricular activities 2.

Orientation programme is organized every year for newly admitted students to make them aware of the mechanism for curriculum delivery and implementation 3. Based on the departmental routine, department conducts meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment/projects of each teacher at the beginning of a session by the department. 4. Based on the departmental routine, departments conduct meetings for allotment of classes and syllabus distribution among the teachers. Students are given details of teaching assignment of each teacher at the beginning of a session by the department 5. Based on the teaching assignments allotted in the syllabus distribution, teachers prepare their "teaching plans" according to the number of lectures allotted in the university syllabus for each topic 6. Along with the traditional chalk and talk method, teachers often use power-point projections during the lectures to demonstrate topics 7. Lectures of teachers are also being uploaded since the last semesters for students as an e-learning technology. 8. Class tests/surprise test and student seminars are held after completion of a section of the syllabus and periodic review of performance of students is undertaken 9. Tutorial classes are held in some course within class routine hours for which separate attendance registers are maintained 10. Field tours are organized by the college to insure. 11. Post-graduate students are specially trained to handle assignments, open-house seminars and teaching learning resources to prepare themselves for quality enhancement. 12. Interactive sessions with students and sometimes with guardians are held to identify problem areas. Special care is taken to address the problems of slow learners, advanced learners and first generation learners. Social net-working sites are also used by some programme for interaction between faculty and students beyond the class hours 13. Feedback collected from the all stakeholders for curriculum and suggestion are placed in IQAC meetings. 14. Regular Activities are organized related to curriculum. 15. Extension Lecture are conducted at regular intervals for values based education.

1.1.2 – Certificate/ Diploma Courses introduced during the academic year

Certificate	Diploma Courses	Dates of Introduction	Duration	Focus on employ ability/entrepreneurship	Skill Development
COMMUNICATION SKILLS	Nil	01/02/2018	40	YES	YES

1.2 – Academic Flexibility

1.2.1 – New programmes/courses introduced during the academic year

Programme/Course	Programme Specialization	Dates of Introduction
Nil	NA	Nil
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1.2.2 – Programmes in which Choice Based Credit System (CBCS)/Elective course system implemented at the affiliated Colleges (if applicable) during the academic year.

Name of programmes adopting CBCS	Programme Specialization	Date of implementation of CBCS/Elective Course System
Nil	NA	Nil

1.2.3 – Students enrolled in Certificate/ Diploma Courses introduced during the year

	Certificate	Diploma Course
Number of Students	29	0

1.3 – Curriculum Enrichment

1.3.1 – Value-added courses imparting transferable and life skills offered during the year

Value Added Courses	Date of Introduction	Number of Students Enrolled
Value Added Course on Communication Skill	10/01/2018	29
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1.3.2 – Field Projects / Internships under taken during the year

Project/Programme Title	Programme Specialization	No. of students enrolled for Field Projects / Internships
BEd	Internship	29
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1.4 – Feedback System

1.4.1 – Whether structured feedback received from all the stakeholders.

Students	Yes
Teachers	Yes
Employers	Yes
Alumni	Yes
Parents	Yes

1.4.2 – How the feedback obtained is being analyzed and utilized for overall development of the institution?
(maximum 500 words)

Feedback Obtained
<p>Feedback is being collected from all stakeholders such as Students, Teachers, Employers, Alumni and Parents on annual basis. A consolidated Analysis Report is being prepared. All the feedback analysis report is placed in IQAC. The action on the feedback is being taken accordingly Annual feedback is obtained during the final week of the Session. The student's feedback is considered as a valuable source of information to measure their level of satisfaction. The feedback collected from the students and alumni for curriculum and suggestions are placed in IQAC meetings. Departments receive feedback from parents through parent teacher meetings and discuss different issues related to the overall development of their ward. Parents can also visit and meet the staff any time in working hours and they can also mail their queries and worries through college website and principal mail. Teachers provide informal as well as formal feedback to the head of the institution on different academic, administrative and other affairs related to the college. Feedback is also taken from schools regarding training session of prospective teachers and adjustments for teaching skills. Employer's feedback is taken during the campus recruitment to enrich the curriculum and to cover content beyond syllabus for better employment opportunities. Feedback collected from the stakeholders is presented from time to time at various levels during the syllabus setting and detailing workshops organized by the College. One of the Missions of the organization is to continuously upgrade knowledge base of our manpower, improve infrastructure and use of latest technology/pedagogical tools, and update curriculum on the basis of periodic feedback from stake holders to enable students to meet professional requirements and their expectations. A feedback to evaluate the facilities provided by the institution and the ambience provided for student centric learning is obtained at the end of the program every year from the outgoing final year students. The results are analyzed, corrective and preventive actions are initiated to overcome any flaw/s indicated by the said feedback. Also feedbacks are obtained from alumni towards their possible contribution to</p>

curriculum development/curriculum enlargement/enrichment and to support our students in employment. Institution organizes various enrichment programs which focus on the human values, employability and life skills, creating competency in the technology and quest for excellence. IQAC monitor and evaluate the performance of the enrichment program. Paper presentations, project competitions, alumni talk and other such activities are organized.

CRITERION II – TEACHING- LEARNING AND EVALUATION

2.1 – Student Enrolment and Profile

2.1.1 – Demand Ratio during the year

Name of the Programme	Programme Specialization	Number of seats available	Number of Application received	Students Enrolled
BEd	Teacher Education	100	40	29

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2.2 – Catering to Student Diversity

2.2.1 – Student - Full time teacher ratio (current year data)

Year	Number of students enrolled in the institution (UG)	Number of students enrolled in the institution (PG)	Number of fulltime teachers available in the institution teaching only UG courses	Number of fulltime teachers available in the institution teaching only PG courses	Number of teachers teaching both UG and PG courses
2017	117	0	15	0	15

2.3 – Teaching - Learning Process

2.3.1 – Percentage of teachers using ICT for effective teaching with Learning Management Systems (LMS), E-learning resources etc. (current year data)

Number of Teachers on Roll	Number of teachers using ICT (LMS, e-Resources)	ICT Tools and resources available	Number of ICT enabled Classrooms	Number of smart classrooms	E-resources and techniques used
15	15	47	7	1	56

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2.3.2 – Students mentoring system available in the institution? Give details. (maximum 500 words)

In the beginning of the session ten days orientation programme is organized for the new students, during this programme information are given to the new students regarding the mentor -mentee scheme of the college. Proper office order was circulated regarding the mentor-mentee list. Total students of the College have been divided into groups for monitoring their academic activities. 12 students provided to the each mentor. Each group is headed by a teacher who works as a mentor, supervisor and counsellor to the students. The teacher also maintains communication link with the parents for making up the deficiencies of the wards in order to have healthy educational atmosphere It was observed that in order to improve performance of the students with respect to their attendance, results and participation in various activities, there is a close association between teachers and students. In addition, some of the students need personal guidance and counselling. The Institution follows a student mentoring system through teacher guardian scheme where the academic and personal issues of the students are looked after. The Mentor-Mentee scheme is developed to monitor every student's academic performance and ensure that his/her performance improves. The Mentor-Mentee scheme also ensures that parents are regularly updated about their ward's progress. The Institution has also appointed professional counsellors to address the personal, psychosocial and other problems of the students. The Guidance Counselling Cell of the Institution assists the students by conducting training, seminars and workshops for their overall grooming their by making them eligible for better placement opportunities. The Institution provides fee

waiver facility to economically weaker students in order to support them to continue their education. Various committees are in place to motivate and encourage the students to participate in competitions at different levels. Every year, departments individually organize orientation sessions on the class commencement day for students of first semester and explain the designing and implementation of the mentoring system of the department. In the mentoring process, all necessary information related to the student such as contact number, email of the student, family income, category, gender etc are initially collected by the department through the student database format provided by the IQAC. Departments maintain the records of class tests/surprise tests, attendance records, records of student seminars etc related to the reviewing of the performance of the students. Departmental teachers maintain interaction with students through individual meetings, social networking sites and interaction boards of learning management system. Teachers discuss with parents during parent-teacher meetings and try to identify the problems faced by students and related issues. To overcome these constraints, teachers sometimes suggest students to provide the list of difficult questions and problems faced by them while preparing for competitive examinations and then the teachers provide solutions in written form to the students. In some departments, tutorial classes are also organized for students. Students' areas of weakness are filtered from the evaluation of their series of internal assessment.

Number of students enrolled in the institution	Number of fulltime teachers	Mentor : Mentee Ratio
117	15	1:8

2.4 – Teacher Profile and Quality

2.4.1 – Number of full time teachers appointed during the year

No. of sanctioned positions	No. of filled positions	Vacant positions	Positions filled during the current year	No. of faculty with Ph.D
15	15	0	0	2

2.4.2 – Honours and recognition received by teachers (received awards, recognition, fellowships at State, National, International level from Government, recognised bodies during the year)

Year of Award	Name of full time teachers receiving awards from state level, national level, international level	Designation	Name of the award, fellowship, received from Government or recognized bodies
No Data Entered/Not Applicable !!!			
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2.5 – Evaluation Process and Reforms

2.5.1 – Number of days from the date of semester-end/ year- end examination till the declaration of results during the year

Programme Name	Programme Code	Semester/ year	Last date of the last semester-end/ year-end examination	Date of declaration of results of semester-end/ year- end examination
BEd	EDUBED2PUP	I	04/01/2018	31/03/2018
BEd	EDUBED2PUP	II	25/05/2018	31/08/2018
BEd	EDUBED2PUP	III	23/12/2017	31/03/2018
BEd	EDUBED2PUP	IV	25/05/2018	31/08/2018
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2.5.2 – Reforms initiated on Continuous Internal Evaluation(CIE) system at the institutional level (250 words)

There are two levels at which the internal assessment is carried out at the college: Postgraduate and graduate. Following the examination pattern prescribed by the affiliating University i.e. Punjabi University, Patiala. The students are well informed in advance about this system of evaluation. The

continuous internal evaluation of the department provides excellent opportunities to the students to not only showcase their learning but also to develop their skills such as academic writing, research culture and public speaking etc. It also enhances their participation in classroom activities and improves the overall teaching learning process. After the internal evaluation, students' performance is discussed with the students and necessary suggestions are given for further improvement. For, the post graduate departments conduct Continuous Internal Evaluation for every paper in each semester. This system of evaluation includes attendance, performance in MSTs, assignments, book review, presentations, class seminar, class tests and surprise test etc. And for undergraduate students, internal evaluation comprises of percentage of marks as per the syllabus provided by the affiliating university which includes • Attendance, • MCQs • Viva are taken by staff on regular basis • Through regular Class Tests • Monthly test are also taken on regular basis • Assignments and PowerPoint Presentations are prepared and presented by the students • Debate competitions are organized in routine • Group discussions are organized regularly • Welcome discussions on topics from the syllabus • Course Seminars on burning topics are also organized • Projects on different topics related to the syllabus are given to the students for more qualitative and effective learning. • There is also a provision of oral presentations by students during the last 10 minutes of the class periods • Students deliver a short lecture on the taught topic in the same class, subject to availability of time • Regular field survey basis in the neighbouring areas of Bathinda within the district • Short-term field tours are organized and on the basis of that, students prepared there reports and submitted to the concern teachers. • Encouraging students to attain e-lectures available in the web-sites of the international esteemed institutions and bodies and appear for group-discussion on their feedback. • Students asked to take classes of their fellow students in the presence of any one faculty member • Micro teaching:-For making the pupil-Teachers proper-skilled micro teaching is organized by college and all most all skills are introduced with them. Each student practices 7 micro skills under the guidance and supervision of teacher educators. • Macro teaching:- Macro teaching is practiced in various schools and Writing of lesson plans for micro as well as macro teaching under the supervision of staff. • Evaluation of practical work in laboratories- • Evaluation of Projects: The students has to complete the projects in the given time. Students to augment the prescribed syllabus to meet the requirements of the programme outcomes. Hence, a continuous effort is being exercised to add value to our students and prepare them to meet the current needs of society.

2.5.3 – Academic calendar prepared and adhered for conduct of Examination and other related matters (250 words)

Planning, Implementation and Monitoring for Continuous Internal Evaluation (CIE) is done for ensuring its adherence to the Academic Calendar. The following points are included for the same: • Orientation programme • Mid Semester Tests • Tests, Assignments, Quiz, Presentations • Result Analysis • TAs meeting schedule • Mid Term Examinations dates • Discussion schedule of MST results by subject teachers with students • MST Marks Submission to Examination Coordinator • Tentative University Examination/Practical dates • Students Feedback dates • IQAC/ Academic committee meeting dates Planning: The Academic Calendar of Institution is prepared by Academic Committee in accordance with the University Academic Calendar. While planning, various types of evaluations throughout the semester are also kept in view. At the beginning of every semester, it is shared with students and faculty members and also displayed on College Notice boards and Institutional website. Implementation: • MSTs are conducted and answer sheets are checked well in time for uploading marks on online software. The result is automatically displayed in students' login ids. • Student projects are reviewed and evaluated as per the planned schedule. •

Tests/Quiz: Evaluation is carried out as per schedule. Microsoft Teams is used for conducting online quiz based test. Monitoring: • The monitoring of Attendance of students is done fortnightly. • Marks of MSTs are analyzed in order to monitor performance. These marks are displayed to students on online software. • Before final examinations, final assessment marks are calculated and verified by HODs of concerned department. These assessment marks are also displayed for the students through student App.

2.6 – Student Performance and Learning Outcomes

2.6.1 – Program outcomes, program specific outcomes and course outcomes for all programs offered by the institution are stated and displayed in website of the institution (to provide the weblink)

<https://www.akliainstitute.org/downloads/files/n655c4d106bee2.pdf>

2.6.2 – Pass percentage of students

Programme Code	Programme Name	Programme Specialization	Number of students appeared in the final year examination	Number of students passed in final year examination	Pass Percentage
EDUBED2PUP	BEd	Teacher Education	29	29	100

[View Uploaded File](#)

2.7 – Student Satisfaction Survey

2.7.1 – Student Satisfaction Survey (SSS) on overall institutional performance (Institution may design the questionnaire) (results and details be provided as weblink)

<https://www.akliainstitute.org/downloads/files/n655c539c14aa2.pdf>

CRITERION III – RESEARCH, INNOVATIONS AND EXTENSION

3.1 – Resource Mobilization for Research

3.1.1 – Research funds sanctioned and received from various agencies, industry and other organisations

Nature of the Project	Duration	Name of the funding agency	Total grant sanctioned	Amount received during the year
Nil	00	NA	0	0

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3.2 – Innovation Ecosystem

3.2.1 – Workshops/Seminars Conducted on Intellectual Property Rights (IPR) and Industry-Academia Innovative practices during the year

Title of workshop/seminar	Name of the Dept.	Date
Workshop on Teaching Skills	Education	04/01/2018
Workshop on how to write a research paper	Education	06/02/2018
Seminar on Tools to detect Plagiarism	Education	09/04/2018
Seminar on Writing Research Project: Drafting and Step-By-Step Guide	Education	12/09/2017

One day workshop on HOW TO START A START-UP	Education	26/07/2017
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3.2.2 – Awards for Innovation won by Institution/Teachers/Research scholars/Students during the year

Title of the innovation	Name of Awardee	Awarding Agency	Date of award	Category
NA	NA	NA	Nil	NA
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3.2.3 – No. of Incubation centre created, start-ups incubated on campus during the year

Incubation Center	Name	Sponsored By	Name of the Start-up	Nature of Start-up	Date of Commencement
0	NA	NA	NA	NA	Nil
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3.3 – Research Publications and Awards

3.3.1 – Incentive to the teachers who receive recognition/awards

State	National	International
00	00	00

3.3.2 – Ph. Ds awarded during the year (applicable for PG College, Research Center)

Name of the Department	Number of PhD's Awarded
No Data Entered/Not Applicable !!!	

3.3.3 – Research Publications in the Journals notified on UGC website during the year

Type	Department	Number of Publication	Average Impact Factor (if any)
International	Humanities Group	2	5.5
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3.3.4 – Books and Chapters in edited Volumes / Books published, and papers in National/International Conference Proceedings per Teacher during the year

Department	Number of Publication
EDUCATION	2
No file uploaded.	

3.3.5 – Bibliometrics of the publications during the last Academic year based on average citation index in Scopus/ Web of Science or PubMed/ Indian Citation Index

Title of the Paper	Name of Author	Title of journal	Year of publication	Citation Index	Institutional affiliation as mentioned in the publication	Number of citations excluding self citation
NA	NA	NA	Nil	0	NA	0
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3.3.6 – h-Index of the Institutional Publications during the year. (based on Scopus/ Web of science)

Title of the Paper	Name of Author	Title of journal	Year of publication	h-index	Number of citations excluding self citation	Institutional affiliation as mentioned in the publication
NA	NA	NA	Nil	0	0	NA

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3.3.7 – Faculty participation in Seminars/Conferences and Symposia during the year :

Number of Faculty	International	National	State	Local
Attended/Seminars/Workshops	1	5	0	11
Presented papers	1	5	0	0

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3.4 – Extension Activities

3.4.1 – Number of extension and outreach programmes conducted in collaboration with industry, community and Non- Government Organisations through NSS/NCC/Red cross/Youth Red Cross (YRC) etc., during the year

Title of the activities	Organising unit/agency/ collaborating agency	Number of teachers participated in such activities	Number of students participated in such activities
Teacher Day	NSS UNIT	15	117
World Literacy Day	NSS UNIT	8	117
Talent Hunt	NSS UNIT	5	55
Book Fair at Faridkot	NSS UNIT	7	70
Birthday anniversary of Saheed - Azam-Bhagat Singh	NSS UNIT	13	110
Martyar day of S. Kartar Singh Sarabha	NSS UNIT	9	70
Visit to Prof. Mohan Singh Mela	NSS UNIT	10	100
Visit to Deaf and Dumb School	NSS UNIT	9	40
Voter Day	NSS UNIT	13	70

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3.4.2 – Awards and recognition received for extension activities from Government and other recognized bodies during the year

Name of the activity	Award/Recognition	Awarding Bodies	Number of students Benefited
Charity Work (Cloth Distribution) at Gumti Khurd	Appreciation	Sarpanch Gram Panchayat Village Akliakalan Dist.Bathinda	72

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3.4.3 – Students participating in extension activities with Government Organisations, Non-Government Organisations and programmes such as Swachh Bharat, Aids Awareness, Gender Issue, etc. during the year

Name of the scheme	Organising unit/Agency/collaborating	Name of the activity	Number of teachers participated in such	Number of students participated in such
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	agency		activities	activities
Swatch Bharat	Women Association	Inter National Women Day	15	70
Swatch Bharat	Social Studies Association	Extension lecture on World Aids Day	14	72
Swatch Bharat	Social Studies Association	Stubble Burning	4	72
Swatch Bharat	Social Studies Association	Diya Thali, and Slogan Writing Competition on Diwali festival	8	70
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3.5 – Collaborations

3.5.1 – Number of Collaborative activities for research, faculty exchange, student exchange during the year

Nature of activity	Participant	Source of financial support	Duration
Expert Lecture	53	NA	1
Expert Lecture	65	NA	1
No file uploaded.			

3.5.2 – Linkages with institutions/industries for internship, on-the- job training, project work, sharing of research facilities etc. during the year

Nature of linkage	Title of the linkage	Name of the partnering institution/ industry /research lab with contact details	Duration From	Duration To	Participant
Skill in Teaching	Internship	Dashmesh public School, Goniana	01/08/2017	30/11/2017	15
Skill in Teaching	Internship	Govt. High School, Nehia wala	01/08/2017	30/11/2017	15
Skill in Teaching	Internship	Govt. Sen. Sec. School, Mehma sarja	01/08/2017	30/11/2017	15
Skill in Teaching	Internship	Govt. High School, akliya kalan	01/08/2017	30/11/2017	15
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3.5.3 – MoUs signed with institutions of national, international importance, other universities, industries, corporate houses etc. during the year

Organisation	Date of MoU signed	Purpose/Activities	Number of
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			students/teachers participated under MoUs
Mata sundri girls college	22/08/2016	Utilization of resources	12
baba farid collefe of education	24/08/2016	FDP	15
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CRITERION IV – INFRASTRUCTURE AND LEARNING RESOURCES

4.1 – Physical Facilities

4.1.1 – Budget allocation, excluding salary for infrastructure augmentation during the year

Budget allocated for infrastructure augmentation	Budget utilized for infrastructure development
1	0.7

4.1.2 – Details of augmentation in infrastructure facilities during the year

Facilities	Existing or Newly Added
Campus Area	Existing
Class rooms	Existing
Others	Existing
No file uploaded.	

4.2 – Library as a Learning Resource

4.2.1 – Library is automated {Integrated Library Management System (ILMS)}

Name of the ILMS software	Nature of automation (fully or patially)	Version	Year of automation
E-Granthalya	Fully	3.0	2016

4.2.2 – Library Services

Library Service Type	Existing		Newly Added		Total	
Text Books	9200	1286000	178	52515	9378	1338515
Reference Books	2500	141750	610	4298	3110	146048
Journals	7	10000	0	0	7	10000
e- Journals	1	15000	0	0	1	15000
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4.2.3 – E-content developed by teachers such as: e-PG- Pathshala, CEC (under e-PG- Pathshala CEC (Under Graduate) SWAYAM other MOOCs platform NPTEL/NMEICT/any other Government initiatives & institutional (Learning Management System (LMS) etc

Name of the Teacher	Name of the Module	Platform on which module is developed	Date of launching e-content
NA	NA	NA	Null
No file uploaded.			

4.3 – IT Infrastructure

4.3.1 – Technology Upgradation (overall)

Type	Total Computers	Computer Lab	Internet	Browsing centers	Computer Centers	Office	Departments	Available Bandwidth (MBPS/GBPS)	Others
Existing	27	1	1	3	1	2007	1	70	0
Added	0	0	0	0	0	0	0	0	0
Total	27	1	1	3	1	2007	1	70	0

4.3.2 – Bandwidth available of internet connection in the Institution (Leased line)

70 MBPS/ GBPS

4.3.3 – Facility for e-content

Name of the e-content development facility	Provide the link of the videos and media centre and recording facility
YOUTUBE	https://www.youtube.com/@Gurkiratdhaliwalscienceclasses

4.4 – Maintenance of Campus Infrastructure

4.4.1 – Expenditure incurred on maintenance of physical facilities and academic support facilities, excluding salary component, during the year

Assigned Budget on academic facilities	Expenditure incurred on maintenance of academic facilities	Assigned budget on physical facilities	Expenditure incurred on maintenance of physical facilities
0.5	0.4	0.3	0.1

4.4.2 – Procedures and policies for maintaining and utilizing physical, academic and support facilities - laboratory, library, sports complex, computers, classrooms etc. (maximum 500 words) (information to be available in institutional Website, provide link)

The Institute has well-defined policies and procedures to ensure the maintenance and utilization of various physical, academic and support facilities. The Institute is having Department of Facility Management (FM) with dedicated staff, carpenters, masons, electricians, plumbers, welders and skilled workers to ensure the maintenance of the physical and support facilities in a planned and systematic manner as per the standard policies developed by the Institute to ensure salubrious environment. Whenever some other department is having a requirement for maintenance, the department forwards request to FM department through the Principal with proper justification. On receipt of request the FM department inspects the site and deputs a suitable person (Technical/Non-Technical) from the said department for necessary maintenance. If in-house maintenance is not possible, tan said work is outsourced as the institute has empanelled genuine vendors for maintaining and up-keeping of physical, academic and support facilities. The request is tan forwarded to appropriate vendor available in the list to send the estimate. After getting approval for the estimate, the work is assigned to the vendor through the purchase department. 1. Maintenance of Physical Infrastructure and Support Facilities The Institute has prepared a Calendar to ensure proper maintenance of physical and support facilities. Periodic check for maintenance is also done by the staff of FM department to keep all the facilities operational. For routine maintenance, the department of FM

supervises cleaning, dusting, sweeping and mopping work by housekeeping staff. Minor repairs are also handled by the department. For preventive maintenance, the department deputed skilled staff and if required, work is outsourced. 2. Maintenance of Labs, Library and IT Infrastructure i) Laboratory Complete record of all the lab equipment is maintained in the Stock register and is verified by the respective Lab In charge (a faculty member) before the start of every semester. For proper maintenance and up gradation of labs, Administrative audit is also done by the concerned departments at the end of each academic session. ii) Library The library having 16481 volumes is supported by the library software E-Granthalaya. Every year ripped books are got bound and worn out books are replaced by new ones. Stock verification of the library is done at the end of each academic session. The Library has a suggestion box where the students can put there has written suggestions regarding requirements of books, periodicals, etc. iii) Computers The Institute has a full-fledged hardware and networking department with a team of qualified hardware and networking engineers to ensure proper working of IT infrastructure (including hubs, L1/L2 Switches, Wi-Fi Routers etc and peripherals).The Institute has a policy of purchasing only branded computer and networking hardware from reputed companies like HP, HCL, Lenovo, Dell, Acer etc. The Institute also has an independent server room. Hardware and Networking department ensures the maintenance of the IT Infrastructure in a planned and systematic manner.

<https://www.akliainstitute.org/downloads/files/n655c76fa61ad5.pdf>

CRITERION V – STUDENT SUPPORT AND PROGRESSION

5.1 – Student Support

5.1.1 – Scholarships and Financial Support

	Name/Title of the scheme	Number of students	Amount in Rupees
Financial Support from institution	NA	0	Nil
Financial Support from Other Sources			
a) National	PMS	21	864000
b) International	Nil	Nil	Nil
No file uploaded.			

5.1.2 – Number of capability enhancement and development schemes such as Soft skill development, Remedial coaching, Language lab, Bridge courses, Yoga, Meditation, Personal Counselling and Mentoring etc.,

Name of the capability enhancement scheme	Date of implementation	Number of students enrolled	Agencies involved
Personal Counselling	25/09/2017	80	IN HOUSE FACULTY
One day workshop on Basic of Communication lab	07/09/2017	78	IN HOUSE FACULTY
Workshop on " Know Your Computer"	25/11/2017	82	COLLEGE FACULTY
No file uploaded.			

5.1.3 – Students benefited by guidance for competitive examinations and career counselling offered by the institution during the year

Year	Name of the scheme	Number of benefited	Number of benefited	Number of students who	Number of students placed

		students for competitive examination	students by career counseling activities	have passed in the comp. exam	
2017	Competitive Examination	88	88	25	5
No file uploaded.					

5.1.4 – Institutional mechanism for transparency, timely redressal of student grievances, Prevention of sexual harassment and ragging cases during the year

Total grievances received	Number of grievances redressed	Avg. number of days for grievance redressal
10	10	20

5.2 – Student Progression

5.2.1 – Details of campus placement during the year

On campus			Off campus		
Name of organizations visited	Number of students participated	Number of students placed	Name of organizations visited	Number of students participated	Number of students placed
NA	0	5	VARIOUS PRIVATE SCHOOLS	29	5
No file uploaded.					

5.2.2 – Student progression to higher education in percentage during the year

Year	Number of students enrolling into higher education	Programme graduated from	Department graduated from	Name of institution joined	Name of programme admitted to
2018	10	B.Ed	Education	Punjabi MA University, Punjabi, Patiala, History, Aklia degree Political College, science, Bathinda,	MA University, Punjabi, Patiala, History, Aklia degree Political College, science, Bathinda,
No file uploaded.					

5.2.3 – Students qualifying in state/ national/ international level examinations during the year (eg:NET/SET/SLET/GATE/GMAT/CAT/GRE/TOFEL/Civil Services/State Government Services)

Items	Number of students selected/ qualifying
Any Other	8
No file uploaded.	

5.2.4 – Sports and cultural activities / competitions organised at the institution level during the year

Activity	Level	Number of Participants
Talent Hunt	Institution	35

Mehandi, Rangoli and Nail Art Competition on Karva Chouth	Institution	40
Annual Inter College Competition	Institution	65
Annual Athletic Meet	Institution	72
Youth Festival	zonal level	15
No file uploaded.		

5.3 – Student Participation and Activities

5.3.1 – Number of awards/medals for outstanding performance in sports/cultural activities at national/international level (award for a team event should be counted as one)

Year	Name of the award/medal	National/ Internaional	Number of awards for Sports	Number of awards for Cultural	Student ID number	Name of the student
Nil	NA	Nil	Nil	Nil	00	00
No file uploaded.						

5.3.2 – Activity of Student Council & representation of students on academic & administrative bodies/committees of the institution (maximum 500 words)

ACEW has a very systematic and well-structured plan as far as student associations clubs are concerned. There are various clubs as per student's interests and capabilities. Besides this, we have student representatives in various sectors which help in their overall development in academic as well as administrative growth.

1) Presence of an Active Student council An active Student Council comprises Cultural, Academic, Sports, Literary having president, vice-president, secretary and other student members to run the council smoothly.

? Sports Club: Students organize numerous tournaments like volleyball, football, cricket, chess, basketball and handball. The club organize Annual Athletic meet every year.

? Clubs: • Red Ribbon Club • Techno Club • Literary Club • Eco Club • Theatre Club • Fine Arts Club • Dance Club

Activities- These clubs spread awareness about AIDS, Environment etc. organize Anniversaries of famous personalities writers, social activists and the days like science day, ozone day many more.

? Cells: 1. Guidance and Counselling Cell 2. Placement Cell 3. SC/ST Cell 4. Women Cell

Activities- these cells organize a variety of events to enhance the quality of skills, to sort the problems of students, legal awareness among the students etc.

? Associations: 1. Social Welfare Association 2. Academic Associations- • Hindi Association • Punjabi Association • English Association • Maths Science Association • Planning Forum/ S.St. Association

Activities- These associations organize various types of activities, events and competitions for the students. NSS camp, social awareness rallies, student seminars, quizzes, debates, elocutions, writing competitions etc.

3. Alumni Association Activities- this association organizes Alumni Meets and Alumni interaction programs etc.

2) Representation on Academic Councils ? Teaching Assistants (TAs): Aklia college of Education has adopted an innovative system of teaching in which some brilliant students are selected as Teaching Assistant to help there mentors these teaching assistants are being short listed by following the various parameters such as Communication, General behaviour, Class participation, Academic records and confidence level. this system helps to inculcate the various skills for instance Team work, Leadership skills, Time Management and many other skills for their future endeavours.

3) Representation on Administrative Committees • Grievances Redressal Committee • Anti-Ragging Committee • Anti-Sexual Harassment Committee • Examination Committee • Youth Welfare Committee •

5.4 – Alumni Engagement

5.4.1 – Whether the institution has registered Alumni Association?

No

5.4.2 – No. of enrolled Alumni:

20

5.4.3 – Alumni contribution during the year (in Rupees) :

3000

5.4.4 – Meetings/activities organized by Alumni Association :

2

CRITERION VI – GOVERNANCE, LEADERSHIP AND MANAGEMENT

6.1 – Institutional Vision and Leadership

6.1.1 – Mention two practices of decentralization and participative management during the last year (maximum 500 words)

The Institutions follows the Professional Management approach in managing the Institutions. The Professional Management aims at implementing the concept of innovativeness in managing the academic and administrative matters. The Institutions always believe in the practices of decentralization and participative management. Practice of Decentralization is having own significance in the management. It reflects the policy decision making, planning and administration, and office management. Management and Administration is responsible for quality initiative to promote education to all sections. The Institutions enhance the quality at various levels Management, Governing Council, Principal, Vice-Principal, IQAC Committee, Various Committees, Academic Staff Welfare, Administrative and Non-teaching Staff, NSS, all the stakeholders involve in the decentralization and participative management all are working together for efficient functioning of the Institutions.

1. Management: The Institution promotes a culture of decentralization and participative management involving all types of stakeholders in the process of decision making. The management always believes in decentralization and participative management. The management end eavours best substantial independence to the Institutions in all area of decision making process.
2. Administration: Administration is the backbone of the Institution. Institution firmly believes to provide quality education to the society. The College administration plays an integral role, leading and supporting the development and implementation of policies, programs, and initiative that are associated with the vision and mission of the college. The administration ensures the smooth functioning in the all areas like Admissions, Account and Finance, Record Keeping, Evaluation and Supervision, and Maintenance.
3. Faculty Members: Faculties maintains the healthy relationship with students, faculties, and community. The faculties are execute the policies and programs accurately and constructively. The College faculties represent the ethics and attend the professional ethics in the education.
4. Department: The Primary role of the department is to provide the academic excellence in all activities. The Department and Head of the Department are perform their role and responsibilities initiated with the vision and mission of the college.
5. Non- Teaching Staff: In the administration non-teaching staff plays crucial role in managing the day-to-day work. The assigned to non-teaching staff is to meet and accomplish operational and strategic objectives.

6.1.2 Case Study Showing Decentralization and Participative Management: The Institution has

adopted the decentralization and participative management in the process of academic and administration. The Top management gives generous freedom and flexibility to the Principal to lead all the academic activities of the college. They regularly meet and take necessary steps to formulate and implement the perspective plan of the institution. As part of quality improvement and quality initiative the institution and its concern IQAC continuously work on quality improvement. In the beginning of academic year all faculty members conduct a meeting and discuss the smooth functioning of the institution. Various committees are constituted and responsibilities are assigned to them. Committee Chairman and members of the committee report to the principal and IQAC about the planning and implementation of the decision. They get the feedback from all the stakeholders of the institution and take steps for further improvements as far

6.1.2 – Does the institution have a Management Information System (MIS)?

Yes

6.2 – Strategy Development and Deployment

6.2.1 – Quality improvement strategies adopted by the institution for each of the following (with in 100 words each):

Strategy Type	Details
Curriculum Development	<p>The institute is affiliated to Punjabi University, Patiala and it has to abide by the syllabus prescribed by affiliating university which revises the syllabus from time to time. • The college has very liberally promoted the adoption of certificate courses. • The college has followed the semester system of examination for more effective organization of teaching and evaluation. This includes the introduction of internal assessment on the criteria of attendance, testing and classroom performance etc. • Seminars, workshops and talk with experts from civil society are organized in order to keep abreast of recent developments and emerging trends</p>
Teaching and Learning	<p>Constitution of Academic Committees like: Time Table committee, Attendance Committee, Tutorials etc. • To improve the analytical thinking, creativity and practical learning, the elements like Assignments, case studies, power point presentations and projects has been included. • Advanced knowledge of subject through special lectures, seminars and workshops. • Use of e-recourses like CONNECT, INFLIBNET, e-pathshala, etc. • Bridge and Remedial classes for new and slow learners respectively. • Book Bank • Mentoring, tutoring, counselling, remedial classes, and sponsorships are provided to students from disadvantaged sections, differently-abled and special</p>

needs. • Modern educational technologies in teaching, such as multimedia teaching has been strengthened

Examination and Evaluation

Following the guidelines of the affiliated University, the college conducts twice Mid Semester Exams in one semester. On the basis of performance in Mid Semester exams, internal assessment is awarded to students. Continuous Comprehensive evaluation system is adopted by the college for the transparency of assessment. The university has also provided criteria for internal assessment as below: For B.Ed. • Class Test 20 • Attendance 20 • Assignment/Live Projects 20 • Attitude/Behaviour 20 • Professional Ethics 20

Research and Development

The IQAC cell is promoted and assist various research related activities in the institute. It conducts seminars and workshops to promote research aptitude in teachers and students and also motivates the students to attend and participate in seminars and conferences organized by other institutes. • The institute increases participation of faculty in FDPs by providing financial assistance. • Surveys and research projects are carried out by some departments to improve analytical thinking in students. • Provision of facility of internet and e-journals for carrying out research work

Library, ICT and Physical Infrastructure / Instrumentation

• E-Journal, E-Book are made available in the library. • Learning Management System-MOODLE is used to manage the courses. • 24 ICT enabled rooms • 8 Laboratories • One Seminar hall • 35 Computers • The institution is completely Wi-Fi campus. • Hostel for girls and boys • 350 Mbps dedicated leased line Internet facility is available to cater the academic research needs of the Campus.

Human Resource Management

There are Staff Associations for the teaching and non-teaching staff, under the aegis of which cultural programmes, celebration of festivals, valedictory functions, annual staff picnic, etc., were conducted to build a family/community feeling and foster love for and loyalty to the institution. • Two separate Orientation

programs for students and teachers. •
 Internship programs for students. •
 Personality development programs. •
 Overall development of students through
 SDS, NSS etc. • Career guidance and
 coaching cells for students. •
 Financial aid to financially weak,
 meritorious and brilliant students in
 sports cultural and co curricular
 activities. • Blood Donation free
 General Medical check-up and Awareness
 camps were organized. • Professional
 development of staff is promoted by
 providing duty leave and financial
 assistance. • The college has created
 healthy work environment in the campus.
 • In its efforts to train, motivate and
 reward faculty, the institution
 encouraged members to attend courses/co
 nferences/workshops/seminars/training
 programmes, etc, and to be research-
 oriented.

Industry Interaction / Collaboration

Visiting schools and having
 interaction with students. Visiting
 School of special need child under
 study tour programme. The department
 has its own extension activities like
 giving awareness programmes to the
 students of special schools.

Admission of Students

• Admission of the students is done
 according to the norms of the
 affiliating university Punjabi
 university, Patiala. • To make the
 admission process smoother, the
 following committees were formed:
 admission committee

6.2.2 – Implementation of e-governance in areas of operations:

E-governance area	Details
Planning and Development	<ul style="list-style-type: none"> •Implemented SMS system for dissemination of information including regular notice to all stakeholders. • Setting up virtual learning system through Skype from distant corners of the world Implementation of college Mobile apps. •Institute maintains its website https://www.akliainstitute.org/ to communicate its philosophy and updates to external stakeholders
Administration	<ul style="list-style-type: none"> •Online leave requisition system. •Notice display system for students and other stakeholder. Regular exercises of e-tendering process through Govt. portal. •Initiative taken towards installation of DELNET system in the Library •Notices and circulars are

	<p>uploaded in the college website and communicated to different departments through BUSY from the office of the Principal. • College has proposed complete office automation. •Each and every IQAC notice is circulated by the coordinator himself through ERP.</p> <p>•Receipt of admission fees is completely online. •Salary of faculty members and staff is transferred directly to the bank account. Salary statement has sent to the faculty by SMS. •E-tender is notified as per the government guidelines for purchase of items</p>
Finance and Accounts	<p>•Fully computerised office and accounts section. •Maintenance the college accounts through Tally.</p>
Student Admission and Support	<p>•Online admission including online payment gateway. •Applications are submitted for admission to different courses through the online admission portal. • Merit list is prepared and uploaded by fully computerized system. •Online counselling is scheduled based on the merit list of candidates,</p>
Examination	<p>Initiated online portal - Entry in service facility for Competitive Exams for UG students</p>

6.3 – Faculty Empowerment Strategies

6.3.1 – Teachers provided with financial support to attend conferences / workshops and towards membership fee of professional bodies during the year

Year	Name of Teacher	Name of conference/ workshop attended for which financial support provided	Name of the professional body for which membership fee is provided	Amount of support
No Data Entered/Not Applicable !!!				
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6.3.2 – Number of professional development / administrative training programmes organized by the College for teaching and non teaching staff during the year

Year	Title of the professional development programme organised for teaching staff	Title of the administrative training programme organised for non-teaching staff	From date	To Date	Number of participants (Teaching staff)	Number of participants (non-teaching staff)
2018	Workshop on Teaching Skills	Stress Management	04/01/2018	04/01/2018	11	5
2018	Five Days	Five Days Staff	Null	Null	15	5

	Faculty Development Program on Effective Teaching - Learning For Developing Communication Skills	Development Programme on "Microsoft Office-Tips and Tricks"				
Nil	Five Days Faculty Development Programme on "Human Values and Professional Ethics"	One Day Staff Development Programme on "Awareness about Drug Abuse"	12/12/2017	Nil	15	5
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6.3.3 – No. of teachers attending professional development programmes, viz., Orientation Programme, Refresher Course, Short Term Course, Faculty Development Programmes during the year

Title of the professional development programme	Number of teachers who attended	From Date	To date	Duration
Six days Faculty Development Program on Outcome based Education - Teaching Learning Skills in Digital Age	15	16/07/2018	21/07/2018	5
Five days Faculty Development Program on, English Speaking Week	15	18/12/2017	18/12/2017	5
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6.3.4 – Faculty and Staff recruitment (no. for permanent recruitment):

Teaching		Non-teaching	
Permanent	Full Time	Permanent	Full Time
15	15	7	8

6.3.5 – Welfare schemes for

Teaching	Non-teaching	Students
The Institute always strives to motivate and empower the faculty to	Casual leaves • Medical and Maternity leaves • Duty leave • PF and	Scholarships to SC students • Financial aid to poor students • Single

create positive awareness in the department. In order to keep the teaching and non-teaching staff members motivated, the Institute has a list of effective welfare measures for their benefit as mentioned below:

1. Various Faculty development programmes are organized to make them aware about the latest technologies and skills.
2. Academic-Leaves, summer and winter vacation are granted as per the defined policies of the Institution.
3. Maternity-Leave Policy.
5. Ph.D. Increments to the Teaching staff.
6. Free transport facility is provided to the staff.
7. Free facility of Wi-Fi is available 24X7 within the campus.
8. Special scholarship in fee is given to the children of employees if they are interested to take admission in B.Ed.
9. Financial support in case of accidental death of the staff member by allocating monetary benefit to the dependent.
10. Excellent performers

gratuity Facility •
Accommodation Facility
For outstation staff •
Fund of Rs. In Employee welfare

girl child scholarship •
Free ships for sports students •
Differently able student friendly campus •
First aid room and dispensary •
Personality development camps •
Free books are given to needy students from the book bank maintained by the Department. •
25 fee concession to Military, Teacher and ACEW Teacher's Child

6.4 – Financial Management and Resource Mobilization

6.4.1 – Institution conducts internal and external financial audits regularly (with in 100 words each)

The daily transactions are monitored and posted with internal control system in the accounts department. The work of one person regularly checked by the other person, after that the posting is finalized. The institution has appointed one Chartered Accountant as external Auditor. External Auditor completes statutory Audit of the society at the end of financial year. The last audit done is for the year ended 31.03.2018. No objections are raised by the statutory auditor.

6.4.2 – Funds / Grants received from management, non-government bodies, individuals, philanthropies during the year(not covered in Criterion III)

Name of the non government funding agencies /individuals	Funds/ Grnats received in Rs.	Purpose
00	0	00
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6.4.3 – Total corpus fund generated

6.5 – Internal Quality Assurance System

6.5.1 – Whether Academic and Administrative Audit (AAA) has been done?

Audit Type	External		Internal	
	Yes/No	Agency	Yes/No	Authority
Academic	No	NA	Yes	IQAC
Administrative	No	NA	Yes	IQAC

6.5.2 – Activities and support from the Parent – Teacher Association (at least three)

1. Institution has quarterly parent-teacher meetings to understand the perceptions and expectations of the parents. 2. Along with the students, parents are invited for the induction meeting conducted by the institute administration. 3. Parents and alumni visited campus for recruitment. 4. Institute believes in maintaining a holistic relationship between teachers and parents can improve the quality of education and it adopts several initiatives in this direction.

6.5.3 – Development programmes for support staff (at least three)

1. Five Days Staff Development Programme on Microsoft Office-Tips and Tricks 2. One Day Staff Development Programme on Road safety Awareness 3. Five Days Staff Development Programme on Personality Development and Positive Thinking

6.5.4 – Post Accreditation initiative(s) (mention at least three)

The distinctive mark of Akliya College of Education has been quality sustenance and enhancement since its inception in 2005. ACEW takes, therefore, legitimate pride in its great achievements over the years in the field of teacher education. Since its first cycle of accreditation in 2012, Baba Farid of Education has been deeply committed to upholding the quality of education it provides. It has explored new avenues to cater to the needs of the society and the student-teachers and to make the transaction of teaching and learning processes technology-enabled and reflective practice. It has taken all worthwhile means to create an ambience for the staff and student-teachers to seek and acquire knowledge and skills in the service of humanity to enable them to live in a shared and global community and to strive for excellence in all spheres of life. Thus BFCE is making great strides in augmenting infrastructure facilities, by paying undivided attention to the professional development of the staff and student-teachers and introducing new elements in curriculum transaction. Some of the Post Accreditation Initiatives that have been undertaken are listed below. 1. Focuses on ICT-assisted teaching-learning methods: To facilitate better teaching-learning process many of the classrooms are equipped with smart boards and LCD projectors. The campus is Wi-Fi enabled so that teachers can use online resources for teaching. Many of our faculty members show/exhibit films and other related materials in the class through this facility. Our teaching methods have become more varied and interesting, with the use of these. 2. Visit to Homes of the Differently Abled: Students were sent to Mahant Gurbanta Das School for Deaf Dumb in the city due to their marital status and family commitment. The student-teachers were accompanied by the staff. The experience of being with them for one day had a tremendous impact on them. They learnt to be very compassionate and gentle in relating with the differently abled children. 3. Systematic Feedback System: A systematic feedback mechanism has been followed in the institution to record the views gathered from the student-teachers, staff, alumni, academic peers, community, and stakeholders through feedback forms, emails, and letters and through organized meetings to improve the quality of the programme. Boxes for

appreciation and suggestions fixed on the wall on the ground floor exclusively for the purpose of soliciting feedback from the students. Regular staff meetings and review meetings after each academic programme enabled the Management and the Principal to take appropriate decisions to enhance the quality and proactive steps to redress the grievances expressed.

6.5.5 – Internal Quality Assurance System Details

a) Submission of Data for AISHE portal	Yes
b) Participation in NIRF	No
c) ISO certification	No
d) NBA or any other quality audit	No

6.5.6 – Number of Quality Initiatives undertaken during the year

Year	Name of quality initiative by IQAC	Date of conducting IQAC	Duration From	Duration To	Number of participants
Nil	IQAC meetings	26/06/2017	26/06/2017	26/06/2017	11
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CRITERION VII – INSTITUTIONAL VALUES AND BEST PRACTICES

7.1 – Institutional Values and Social Responsibilities

7.1.1 – Gender Equity (Number of gender equity promotion programmes organized by the institution during the year)

Title of the programme	Period from	Period To	Number of Participants	
			Female	Male
Mehndi Competition on karwa Chauth	07/10/2017	07/10/2017	88	0
Diya Thali, Slogan Writting and Poster Making	17/10/2017	17/10/2017	78	0
international woman's day	08/03/2018	08/03/2018	88	0

7.1.2 – Environmental Consciousness and Sustainability/Alternate Energy initiatives such as:

Percentage of power requirement of the University met by the renewable energy sources
Campus is using CFL AND LED Appliances to reduce electrical consumption

7.1.3 – Differently abled (Divyangjan) friendliness

Item facilities	Yes/No	Number of beneficiaries
Physical facilities	Yes	0
Ramp/Rails	Yes	1
Rest Rooms	Yes	2

7.1.4 – Inclusion and Situatedness

Year	Number of initiatives to address	Number of initiatives taken to	Date	Duration	Name of initiative	Issues addressed	Number of participating students
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	locational advantages and disadvantages	engage with and contribute to local community					and staff
2017	1	1	02/01/2017	1	Awareness Resource on Save saving Water	Resource on Save saving	72
2017	1	1	05/12/2018	1	Career developmen	Rural	70
No file uploaded.							

7.1.5 – Human Values and Professional Ethics Code of conduct (handbooks) for various stakeholders

Title	Date of publication	Follow up(max 100 words)
Academic Diary 2017-18 for all students	03/07/2017	A code of conduct for students is illustrated in the academic diary

7.1.6 – Activities conducted for promotion of universal Values and Ethics

Activity	Duration From	Duration To	Number of participants
Teacher Day	05/09/2017	05/09/2017	70
World Literacy Day	08/09/2017	08/09/2017	71
Birthday anniversary of Saheed - Azam-Bhagat Singh	28/09/2017	28/09/2017	72
Martyar day of S. Kartar Singh Sarabha	16/11/2017	16/11/2017	69
Visit to Prof. Mohan Singh Mela	05/12/2017	05/12/2017	72
No file uploaded.			

7.1.7 – Initiatives taken by the institution to make the campus eco-friendly (at least five)

1. Notices and posters have been put up in all the class rooms and laboratories requesting students and faculty members to switch off fans, lights and computers before leaving. 2. Canteen management has been asked to implement the policy of zero thermo coal and plastic on the campus. 3. Separate trash cans have been put on the campus for waste segregation. 4. Notices asking students and staff to turn off taps after use have been put up in the toilets. 5. About 50 trees were planted in the college campus which included fruit trees, shady trees and ornamental plants 6. To facilitate the trainees for their active participation in the teaching- learning transaction by accepting learning as a meaning making process.

7.2 – Best Practices

7.2.1 – Describe at least two institutional best practices

Teaching -Learning 1. Objectives of the Practice One of the best practices

primarily followed by Aklia college of of Education has been teaching -learning through ICT. The aim is to increase efficiency in the effective use of ICT in teaching through initial training of teachers and professional development of existing teachers and facilitators in order to provide a holistic teaching-learning environment to the students. This Objective is to be achieved by effectively utilizing and completely infusing ICT in all the aspects of the educational process, thereby affecting a paradigm shift from teacher-centered teaching to ICT-enabled student-centered interactive and independent learning.

2. Context of the Practice BFCE believes that the aim of education is to integrate technology in to the curriculum that has a significant and positive impact on students' achievements. The students who are continuously exposed to technology through education have better knowledge, presentation skills, and innovative capabilities and are ready to do more efforts into learning as compared to their counter parts. The practice was designed to upgrade the traditional white board class room teaching to ICT enabled interactive class room teaching. Moreover, the interests of students have also shifted from traditional classroom teaching to interactive digital classroom teaching as they have an easy access to smart-phones or other devices for learning and even watching lectures at home. 3. Practice BFCE always believe in imparting core values of ICT and skills by focusing on bridging the gap between knowledge based education and competency based education. Some of the initiatives undertaken in this context are as follows:

- ICT Enabled Smart Classrooms: In order to ensure effective functioning of the practice, the classrooms of the college are well equipped with properly functioning projectors.
- LMS: In this epoch making process of digital transformation, we are making every endeavour to prepare our students with latest technology.

a) Presentations: The students prepare ahead for a topic before it is discussed in the class by going through various tutorials and videos provided by the teacher on Microsoft teams. The teachers also share the relevant PPTs for the benefit of the students.

b) Lecture Capturing System: The Lectures delivered by the teachers are duly recorded for the future reference of the students. This helps the students to gain in depth .The knowledge of the lecture even if the student could not attend any of the lectures.

c) Video Lectures: The Lectures delivered by the teachers are captured on the mobile phones for the future reference of the students. The videos can easily be re-accessed for better understanding of the topic.

A. E-Governance: The College believes in complete transparency regarding to any information related to the students.

I. Student App: An effective student app functions for the college students which helps them to check regularly the following concerns-

II. AMS: Teachers mark student's attendance of their on AMS daily concerned subjects. With the help of tagging module in AMS- subjects, sections, faculty advisors are assigned as per time table. AMS helps subject teachers, faculty advisors as well as students to access the attendance report.

III. EMS: Teachers upload marks scored by the students, on EMS in their concerned subjects in MSTs. Students performance in MSTs is analyzed by generating reports.

IV. Evaluation System: Teachers evaluate students' presentation delivered in the class by uploading marks on this system that student can access online. Moreover, teachers give remarks/suggestion as per students' performance

V. Grievance: Any issue can be brought into the notice of the authorities via the student app.

VI. Fee: The students can regularly check their fee status so that they can be paid on time without any late fee.

VII. Library: The students can check the record of the books issued by them along with proper dates.

VIII. Mentor-Mentee: The information of the concerned Mentor of the Mentee is given on app, so that the Mentee can contact him/her in case of any emergency/issue.

B. E-Approval System: In this system, tasks are assigned by the Principal, HOD to concerned faculty with deadline. Rules and regulations, college policies, list of holidays, admission policy for staff and students has been mentioned in this system.

C. Admission: The information about admission process is available on the website for the

reference of the students. D. Microsoft Teams: The College is using Microsoft team's platform for day to day conversations between teachers and students where they can communicate one-on-one or in groups: I. Teachers send messages and announcements to individual student or whole class at once. II. With the Channel feature and One Note Class notebook, teachers can create sub-categories within each team of their concerned subjects for sending study material. III. Teachers give online assignments/quiz to students with a deadline, assess their work and give feedback. IV. Various Alumni Meets and Seminars are organized via Microsoft Teams which connects the students with the alumni and experts across the international borders. E. E-Resources: a. OPAC: The library is equipped with OPAC (Online Public Access Catalog) which can be used to located book in the library. b. Online Journals and Books: INFLIBNET is an intuitive online research platform used by teachers and students of the College to access e-books e-journals. Students and teachers have access to 6094 e-journals and 139309 e-books. The teachers and students search e-books online with the help of E-Granthalaya Web OPAC (Ver.3.0) inside as well as outside the college premises. c. Scholarly Database: Ebscohost can be accessed by the students and the teachers for research purpose. F. Wi-Fi Campus: The entire college campus is Wi-Fi enabled with high bandwidth streaming range for effective and smooth surfing of the internet. 4. Evidence of Success: The Practice has helped the students to ask through provoking questions and thus helping students to have a better understanding about the subjects they learn. This also improve their reading and analytical skills. There is significant increase in queries raised by the students which ensure better interactive sessions in the class further improving their scores in the final university examinations. The presentation method has improved presentation skills of the students enhancing their confidence. 5. Problems Encountered and Resources Required: It is not easy to completely adapt to new system in a short span of time. The students were reluctant to adapt to Microsoft Teams instead they insisted on continuation of WhatsApp as a mode of communication between the teacher and the student. They were thoroughly sensitized by the Mentors and subject teachers and the issue was gradually resolved. Practice - II 1. TITLE OF THE PRACTICE: 360 degree Feedback of College from Students, Parents and Society. 2. GOAL: The objective of 360 Feedback is: I. To create environment of democratic setup, development of self- potentialities and contribution in the internal quality enhancement for delivery of curriculum. II. To enable the teachers to cope with society, develop creative thinking, group living, group behaviour and mutual understanding. It has the vision of self-respect for each one working in the institution and to develop team spirit of doing organizational activities for better products and better results of teaching learning process 3. THE CONTEXT: The 360 degree feedback for betterment of existing system having many challenging issues like the tendency of shirking work, working half-heartedly, irresponsible behaviour, shifting of the responsibility, counter allegations etc. among the staff and the students. The promotion of progressive behaviour and removal of non-seriousness towards learning is one of the major problems in practicing this practice. The negligence among the stake holders is a serious challenge for developing coordinated efforts in facilitating the teaching learning process. The personality traits of students and teachers play important role for better feedback to enhance the internal quality parameters of the institution. The 360 degree feedback of students, parents and society enables us to know the week points of Institution. 4. THE PRACTICE: Observance of Self-discipline and punctuality: The time table execution is observed by the punctuality of the students and the teachers in delivery and attending the classes. In this context, sense of self-discipline and accountability is judged. Organization and Management of co- curricular and extra-curricular activities: The organization of co-curricular activities, seminars, workshops and sports meet have the foundations of mutual cooperation and coordination. All the activities are organized in Coordination to students, teaching and non-

teaching. The students are assigned various duties for making necessary arrangements under leadership of the faculty member. The groups formed for organisation of events has coordination among them. The management actively funds and participates in various programs of the institution. Various experts from departments of different universities, colleges are invited for disseminating knowledge among learners. The Guidance and counselling department coordinates with parents for required feedback for improving existing infrastructural and instructional facilities. 5. EVIDENCE OF SUCCESS: The evidence of successful implementation of this practice has brought following results: • Better University results • Effective research programmes. • Regular and successful organization of seminars. • Diligence and pleasure in discharging one's duty. • . PROBLEMS ENCOUNTERED AND RESOURCES REQUIRED:

Upload details of two best practices successfully implemented by the institution as per NAAC format in your institution website, provide the link

https://www.akliainstitute.org/IOAC/Best_Practices.pdf

7.3 – Institutional Distinctiveness

7.3.1 – Provide the details of the performance of the institution in one area distinctive to its vision, priority and thrust in not more than 500 words

Writing is a skill and it can only be developed by hard work, practice and by having passion for it, and it is the utmost need today. Student can express his/her feelings only with the help of a good writing skill .So in order to develop creativity in students BFCE organises practice sessions on every Thursday. Increasing their working vocabulary and enhance expression skill is also the ,motive of these sessions. Knowledge can only stored by keeping a record of their writings .Their grammar is also improved and as a result they are able to use words effectively .During the academic year activities related to writing skills are also organized by the college and students express their views through their writings .This also develops their ability interest in content writing .These writings sent to newspapers where these are published weekly keeping in mind content ,thought and outlook of students. This venture undertaken by the college has proved to be beneficial to improve student's writing skills as well as expression because written expression is more significant than oral one.

Provide the weblink of the institution

<https://www.akliainstitute.org/>

8.Future Plans of Actions for Next Academic Year

1.Implementation of language Lab for training communication skills in the students. 2. Improvement in ICT enabled infrastructure. 3. Continuation of efforts towards ecofriendly practices. 4. Strengthening the support for students for cultural and sports activities. 5. Conducting student focused academic and skills development activities